



DIFP

Department of Insurance,
Financial Institutions &
Professional Registration

JOB OPENING

TITLE: Enforcement Counsel

LOCATION: Legal Section
Director's Office
Jefferson City, Missouri

MINIMUM STARTING SALARY: \$50,000

SCREENING DATE: Screening to begin April 10, 2015

DEFINITION:

An employee in this position is primarily responsible for providing legal advice to and legal representation for Department, especially the Insurance Divisions. Work also includes preparing legal opinions and preparing and presenting cases at administrative hearings and court proceedings. General supervision is received from the Chief Counsel who provides assistance with assigned matters and reviews decisions to determine conformity with the federal and state laws and rules and regulations of the Department; however, the employee is expected to exercise considerable independent judgment within the framework of Department rules, policies and procedures.

EXAMPLES OF WORK PERFORMED: (Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing.)

Represents the Department at administrative hearings and in court proceedings. Prepares pleadings and documents related to assigned cases. Drafts orders, legal memoranda, and other documents necessary to the operation of the Department. Conducts administrative hearings and prepares proposed findings of fact and conclusions of law. Aids in the investigation of licensees and prosecutes licensing actions. Receives special assignments and projects within the Department's regulatory areas. Drafts, edits, and/or summarizes proposed legislation and regulations related to insurance. Performs other duties as assigned.

EXAMPLES OF REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general legal principles and practices and of the procedures and requirements for the conduct of administrative and civil proceedings. Knowledge of the legal framework within which the regulation of insurance companies takes place. Ability to analyze and interpret laws, case law, and regulations. Ability to draft legislative and regulatory proposals. Ability to deal effectively with insurance company representatives, attorneys, and the general public.

EXPERIENCE AND TRAINING QUALIFICATIONS: (The following statement represents the minimum experience and training standards required. Equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited law school and membership with good standing in the Missouri Bar. Professional experience in the practice of administrative law or litigation is preferred.

SEND COMPLETED APPLICATION FORM, RESUME AND COPY OF COLLEGE TRANSCRIPTS TO:

DIFP – Human Resources
Attn: Enforcement Counsel
P. O. Box 690
Jefferson City, MO 65102

EOE: F/M/V/D